

The Sullivans School

Yokosuka, Japan



Student/Parent Handbook

DoDEA
PACIFIC

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[HTTP://SULLIVANS.PAC.DODEA.EDU](http://SULLIVANS.PAC.DODEA.EDU)

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DEPARTMENT OF DEFENSE DEPENDENTS
SCHOOLS

DoDDS PACIFIC, THE SULLIVANS SCHOOL
OFFICE OF THE PRINCIPAL



WELCOME TO THE SULLIVANS!

Dear Sullivans Parents and Students,

It is with great pleasure that The Sullivans Elementary School staff welcomes you to a new school year. We are very proud of our school and the achievements of our students. We have an outstanding staff, modern facilities, and tremendous community support.

During this year of growth and change, we encourage you to actively participate in your child's educational aspirations. Our spirit of pride and excellence abounds at The Sullivans Elementary School, creating a nurturing environment and a tremendous enthusiasm for educating our students.

The Sullivans students experience success in part because of unified cooperation and support between the staff, parents, and the military community all working toward a common goal - the education of your children. We invite you to work closely with us in providing The Sullivans students with the best education possible. This handbook provides you with information about our school policies and programs.

We sincerely look forward to working with you during the upcoming school year. Only together can we construct an education for your children in which we all can take pride. If you have questions that are not covered by this handbook, please call the school at 243-7663. We look forward to working with you to contribute to **THE SULLIVANS BUILDING LIFELONG LEARNERS.**

Dana Chandler

Michael Ochoa

Jacqueline Ferguson

Principal

Assistant Principal

Assistant Principal

Sullivans Elementary School Core Values & Information

Community Strategic Planning (CSP)

This is a shortened version of the CSP, which was developed by the stakeholders within the DoDDS community. It is a plan to keep DoDEA in the forefront in advancing the Department of Defense's agenda for education, and as a leader in the Nation for improving student performance and achievement. More information is available at www.dodea.edu.

GOAL 1: All students will meet or exceed challenging standards in academic content so that they are prepared for continuous learning.

GOAL 2: DoDEA will use performance-driven management systems that operate in a timely, efficient, and equitable manner; place resource allocation and decision-making at the lowest operational level; and facilitate a safe environment conducive to optimum student achievement.

GOAL 3: The DoDEA workforce will be motivated, diverse, and committed to continuous professional growth and development resulting in exemplary performance and optimum student achievement.

GOAL 4: Every level of DoDEA will develop, promote, and maintain partnerships and communications to enhance student development.

Mission Statement

Faculty, students, parents and volunteers in the Yokosuka military complex share the responsibility to fulfill each child's academic potential, develop problem solving skills and build positive character traits in all children at the Sullivans School.

Vision Statement

At Sullivans, we use **SONAR** to guide us.

- We develop **S**uccessful learners by igniting a lifelong love of learning in a safe and nurturing environment.
- We create rigorous **O**pportunities for students to explore their intelligences through differentiated curriculum.
- We provide tools to **N**avigate and embrace future challenges in a culturally diverse and ever-changing world.
- We utilize **A**dvances in technology to motivate digital learners to reach their full potential.
- We **R**espect the value effective communication throughout the entire Sullivans community.

We are PROUD to be THE SULLIVANS!

How We Operate

- The school is a safe environment that values diversity in teaching and learning styles to create active learning opportunities for children, staff, and community.
- The school is committed to shared decision making through opportunities for timely communication and feedback.
- The school is committed to professionalism by focusing on established goals.
-

Communications

Our parent newsletter comes out every other Friday. It is the best way to keep informed about the school. Teachers may send home a weekly or monthly calendar of activities. These all contain useful information and will keep you up-to-date on policies and procedures. Conferences are held in the fall and again in the spring if needed. You may make an appointment with your child's teacher to discuss concerns throughout the school year.

Our School Channel also provides information about our school and any upcoming events.

School Improvement Goals

Goal 1: EXPLAIN YOUR THINKING

Essence: Students will be able to accurately explain their thinking process while working through more complex problems which are appropriate for their grade level.

Goal 2: GRADE LEVEL SPECIFIC

Essence: Student will increase their skills in the following areas per grade level:

Sure Start: Vocabulary Across the Curriculum

Kindergarten: Reading Comprehension

First: Organizing and Sequencing Writing

Second: Organizing and Sequencing Writing

Third: Reading Comprehension

Fourth: Vocabulary Across the Curriculum

Fifth: Organizing and Sequencing Writing

Daily School Schedule

Beginning bell rings at 0725.

Sure Start Kindergarten – Fifth Grade

0730 – 1315 0730 - 1400

Telephone Directory

Main Office	243-7336 (DSN) 046-816-7336 (using Japanese or cell phone) 011-81-(From US)	Registrar	226-2056
Nurse	243-7338/243-7347	Counselor	243-7344
Information Center	243-4750/243-4751		243-4802

The Sullivans Trivia

School Mascot: “Starlight” the dolphin

School Colors: Blue/White

School Motto: "Building Lifelong Learners”

School Namesake: The Sullivans Elementary School was named after 5 brothers, Albert, Frank, Joseph, Matthew and George Sullivan, who all served in the US Navy during WWII on the light ship, The Juneau. The Juneau sank near the Solomon Islands after being struck twice by a Japanese torpedo. All five brothers died as a result of the sinking ship; 3 on the ship and 2 in the water while waiting to be rescued.

As a result of the death of all five Sullivan brothers, the U.S. War Department adopted the Sole Survivor Policy so that no other family would have to suffer the grief of losing all of their sons during war time. The Sullivan brothers also were honored in the naming of two Navy ships.

Grade Levels: Pre- school through 5th grade

2012-2013 – Yokosuka Complex DoDDS School Calendar*

Reporting date for Educators and Non-administrative Personnel

Wednesday, August 22

Reporting date for non-administrative educator

personnel for orientation and classroom preparation and inservice

First Semester◆◆ (91/92* Instructional Days)

Monday, August 20	New Comers Orientation Ikego ES, Byrd ES 1400-1500
Tuesday, August 21	New Comers Orientation Sullivans ES 1330-1430
Friday, August 24	Sneak Peek/New Comers Orientation Sullivans ES 1245-1330 Sneak Peek Ikego ES 1415-1500 Sneak Peek Byrd ES 1345- 1430 Sneak Peek/New Comers Orientation Yokosuka MS 1030-1130
Monday, August 27	Sneak Peek/New Comers Orientation Kinnick HS 0900-1000
Friday, August 31	Begin First Quarter and First Semester Kindergarten Orientation for Parents Only 0800 Multi-Age(K/1) Sullivans & Ikego ES students will start today with 1 st grade students Kindergarten Sneak Peek Teacher will set the times. (Sullivans ES)
Monday, September 3	Labor Day Federal Holiday, School Closed
Tuesday, September 4	First day for Kindergarten Byrd ES Kindergarten/Multi-Age First Day
Tuesday, September 11	Open House Ikego ES 1500-1600
Wednesday, September 12	Open House The Sullivans ES 1430-1530 Open House Yokosuka MS 1600-1800
Thursday, September 13	Open House Kinnick HS 1630-1830 Sure Start classes start for elementary schools
Friday, September 14	FRS Training
Tuesday, September 18	Open House Byrd ES 1700-1800
Friday, September 28	CSI Training Early Dismissal ½ Day
Friday, October 5	Mandatory Training Early Dismissal ½ Day
Monday, October 8	Columbus Day - Federal Holiday
Friday, October 19	QAR Professional Development Day (No Classes for Sullivans ES & Kinnick HS)

Thursday, October 25	CSI Training Early Dismissal ½ Day
Friday, October 26	Staff Development Day, Local (No Classes all schools)
Thursday, November 1	End of First Quarter (47 days of classroom instruction)
Friday, November 2	No school for students - teacher work day
Monday, November 5	Begin second quarter
Thursday & Friday, November 8-9	Parent Conferences, Sullivans ES, Ikego ES, Byrd ES(No Classes)
Friday, November 9	Parent Conferences, Yokosuka MS, Kinnick HS(No Classes)
Monday, November 12	Veterans Day - Federal Holiday, School Closed
Thursday, November 22	Thanksgiving - Federal Holiday, School Closed
Friday, November 23	Friday – Thanksgiving Recess Day
Friday, December 7	CSI-1/2 day Sullivans ES, Kinnick HS
Monday, December 24**	Begin Winter Recess
Tuesday, December 25	Christmas - Federal Holiday

2013

Tuesday, January 1	New Year's Day - Federal Holiday
Monday, January 7	Instruction Resumes
Monday, January 21	Martin Luther King, Jr. Day - Federal Holiday, School Closed
Thursday, January 24	End of Second Quarter and First Semester
Friday, January 25	No school for students - teacher work day (44 days of classroom instruction)

Second Semester - (91/92* Instructional Days)

Monday, January 28	Begin Third Quarter and Second Semester
Thursday, January 31	CSI Training Early Dismissal ½ Day (Sullivans, Byrd ES, Kinnick HS Only)
Friday, February 1	Parent Conferences, Sullivans ES, Ikego ES, Byrd ES

Monday, February 18	Presidents' Day - Federal Holiday, School Closed
Friday, March 22	CSI Training Early Dismissal ½ Day
Thursday, April 4	End of Third Quarter (48 days of classroom instruction)
Friday, April 5	No school for students - teacher work day
Monday-Friday, April 8-12	Spring Recess
Monday, April 15	Instruction Resumes - Begin Fourth Quarter
Friday, April 26	Parent Conferences, Yokosuka MS, Kinnick HS (No Classes)
Friday, May 10	Byrd ES ONLY CSI Training Early Release @ 1100
Friday, May 17	CSI Training Early Dismissal ½ Day
Monday, May 27	Memorial Day - Federal Holiday, School Closed
Friday, May 31	Byrd ES ONLY CSI Training Early Release @ 1245
Thursday, June 13	End of Fourth Quarter and Second Semester (43 Days of classroom instruction)
Friday, June 14	No school for students - teacher work day Last day for nonadministrative educator personnel
School Year 2012-2013:	Instructional Days -183 Teacher Work Days – 190

DoDEA Pacific School Supply Guidelines

This is the official list of supplies for students of DoDEA Pacific schools.

**Not all items on the list are required by each teacher.
Please check with your child's teacher to determine what items are needed for your child's class.**

The basic guidelines regarding provision of school supplies are listed below.

Parent

Parents are expected to provide the following for their children *as needed*:

Schools

Schools must purchase the following items and have them available in August for the beginning of school:

All schools:

- Pens and pencils
- Rubber eraser
- Colored pencils
- Glue (sticks, bottled)
- Pocket folders
- Highlighters
- Book bag or backpack
- Spiral notebooks
- Plastic supply box
- Notebook dividers
- Bound composition book
- Gym shoes
- Notebook – 3 – ring binder
- Paints (watercolor)
- Washable Colored markers
- Planners*
- Paper – loose leaf
- Musical reeds for saxophone, oboe, and clarinet

For Elementary Schools Only:

- Child's round end scissors
- Crayons
- Bath towel
- Paint shirt

For Middle Schools Only:

- Crayons
- Clipboards
- Scissors
- Compass and Protractor
- USB Flash/Thumb Drives

For High Schools Only:

- Clipboards
- Scissors
- Protractor
- Compass
- Rulers
- USB Flash/Thumb Drives

- Rulers (ES & MS only)
- Paints (tempera)
- Pencil Sharpeners
- Toilet Paper
- Tissue boxes
- Paper - graph
- Index Cards
- Calculators
- Dishwashing Detergent
- Plastic Bags
- Paper Towels
- Contact Paper
- Liquid Soap
- Baby Wipes
- Hand Sanitizer
- Locks (as required)
- Copy-Printer Paper

* Student Planners may be purchased using appropriated funds with the Superintendent's authorization. Authorization may be granted only when their use is essentially equivalent to a consumable textbook and are used as an instructional resource in a regularly scheduled course or program conducted and monitored under the guidance of a member of the school faculty.



Parents are not to be expected to purchase any other items.

Standards

DoDEA schools have adopted the Common Core Performance Standards that identify what students should know and be able to do at each grade level. These standards are the basis for the classroom curriculum in all 9 instructional areas. The DoDEA standards are listed at the website: www.dodea.edu/instructional/curriculum.

Curriculum

DoDEA offers a world-class curriculum to all of its students. In direct line with the national trends, DoDEA places an emphasis on student achievement in all areas of curriculum. These areas include health education, integrated language arts/reading, mathematics, physical education, science, social studies and the visual and performing arts through standards-based instruction. These comprehensive programs are offered from prekindergarten through grade five. Communication and higher-level thinking skills, problem-solving, and decision-making strategies are taught across all disciplines.

The DoDEA Curriculum Development/Assessment Adoption Cycle is a blueprint for systematic curriculum revitalization to maintain quality programming. Educational opportunities and experiences are continually improved by keeping basic disciplines current, improving teaching methods, and conducting periodic assessments. These include assessments by external agencies (e.g., North Central Association).

Periodically DoDEA coordinators, teachers, parents, administrators, and students review each basic skill area. This community approach maintains the quality and appropriateness of the educational program in the schools. The curriculum and program planning cycle serves to regularize the logistics and budgeting on time in the correct numbers. A brief description of each standard can be found in the grade level curriculum guide. This guide is located at the DoDEA Website. <http://www.dodea.edu/>

Curricular Trips (School Sponsored Field Trips)

During the school year, the students have curricular activities in and out of school, which broaden the scope of a student's education and interests. While the value of trips and excursions is fully recognized, their subordinate position to the basic academic curriculum must be maintained for the overall benefit of the student. It is DoDDS policy to enrich school

curriculum for all students, by taking advantage of the cultural, historical, and natural geographical attractions of the host nation.

Children MUST HAVE A PERMISSION SLIP SIGNED BY THE PARENT before they go on any trip leaving the Base. Teachers can withhold educational trip privileges from students whose behavior is inappropriate. We encourage parents to participate as chaperones on these trips. However, we can not allow parents to bring a younger sibling/infant on an educational trip. Chaperones are to supervise the students and younger siblings may interfere with those responsibilities. Chaperones are also asked to ride the bus to help supervise. They should not be following the bus. As an invited chaperone, one's responsibility must be to supervise the students.

Department of Defense Dependents School Homework Policy

DS Administrative Instruction 2000.9, July 7, 1993

A. PURPOSE

This instruction is issued to establish responsibilities for the development and implementation of a Department of Defense Dependents Schools (DoDDS) system wide homework policy. The intention of these guidelines is to provide DoDDS administrators with minimum standards for the preparation of school homework policies and for the evaluation and monitoring of homework effectiveness by members of the school faculty and the local community.

B. CANCELLATION

This instruction cancels and supersedes DS Administrative Instruction 2000.9, "Homework Policy", dated November 29, 1990.

C. APPLICABILITY AND SCOPE

The provisions of this issuance apply to all DoDDS educators and to students receiving education in DoDDS-operated schools. This Instruction does not apply to those students receiving homebound instruction and to those whose instructional program is governed by individualized educational plans when those plans exclude the prospect of homework.

D. DEFINITION

Homework is defined as assignments to be done outside the classroom to reinforce classroom instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion and provide curriculum enrichment opportunities.

E. COMMITMENT

The development of study skills must be an integral part of DoDDS regional, district, and school educational policies. DoDDS strongly supports the philosophy that homework is a necessary part of school life, which serves different purposes according to the student's grade level.

The assignment of academically appropriate homework is an extension of classroom instruction and supports the teacher's instructional objectives.

It is DoDDS policy that homework will be assigned within the DoDDS system in accordance with the needs and abilities of individual students and in support of the learning objectives of the particular curricular area. It should be understood that "homework" may not always be paper and pencil tasks.

Some of the homework in primary grades can be students reading to parents and parents reading to students, or taking part in host nation and creative art activities. It is a good practice for parents and siblings to be involved with homework assignments. Study skills are an area that can be extended to homework assignments.

F. POLICY

1. It is DoDDS policy to assign homework appropriate to all students' ability for completing assignments.
2. Each school shall prepare, publish, and widely distribute the particular policies and practices applicable to that school. Individual school issuance shall be consistent with the following guidance.
3. Establish appropriate ranges of hours per week of homework to be assigned. The following ranges are provided as guidelines:

<u>Grades Hours (Range)</u>	
1-3	2-4 hours
4-6	5-6 hours

- a) Homework assignments are reinforcements for classroom curricular areas and are assigned to support student learning as appropriate for the ability of the student.
- b) Assigned homework will reinforce instruction accomplished in class; it will not introduce new or unfamiliar concepts or skills.
- c) Homework assignments shall be designed to meet the needs and abilities of individual students
- d) Homework will be done outside class time, not during the instructional period.
- e) The burden that homework places on a student will be considered when assignments are made. In making homework assignments, consideration should be made for special school events and other subject area requirements.

- f) As appropriate to the nature of the assignment, teachers shall evaluate and return homework assignments to students and shall periodically inform students and their parents of the student's academic progress and mastery of learning objectives.

G. RESPONSIBILITIES

1. Teacher will:

- a. Identify the degree to which homework affects the determination of a student's grades.
- b. Provide clear, concise directions for completion of homework assignments.
- c. Check homework for completeness and mastery of concepts as appropriate to the nature of the assignment.
- d. Evaluate, review, and return homework in a timely manner.
- e. Periodically discuss with students and their parents the student's academic progress, including performance on homework assignments.

2. Parental Responsibilities:

- a. Be flexible.
- b. Check your child's work after completion for neatness, name on paper, correct spelling, completeness, correctness and organization.
- c. If your child has homework, still allow time for exercise, recreation and a favorite past time. Do not make homework a punishment.
- d. Help your child get organized. Provide a place to study without distraction. Have a study time routine.
- e. Listen and encourage.
- f. Check your child's backpack for school papers. Sign papers and notebooks as needed.
- g. PRAISE and recognize your child's effort.

3. Student will turn in all completed assignments, when due.

Extra Curricular Clubs

The Sullivans Elementary School staff will again be offering before and after school clubs. Check your parent newsletters for specific club beginning dates. The following are some examples of the clubs, which **may** be offered to certain grade levels this school year:

Art Club	Fitness Club	Homework Club	Cooking Club
Choir	Safety Patrol	Speed Stacking Club	Student Council
Science Club	Math Club	Soccer Club	Odyssey of the Mind

Attendance/Absences

DoDEA's new attendance policy states, as of August 1, 2011:

Regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers, provides opportunities for important communication between teachers and students, and provides a cumulative effect of establishing life-long positive habits that are critical for developing career readiness skills and success in college.

It is DoDEA policy that school attendance is mandatory

a. All students are required to attend school for 180 instructional days per school year (subject to exceptions noted within this policy) to ensure continuity of instruction, successfully meet academic standards and demonstrate continuous educational progress.

b. Except for exigent circumstances, absences such as family vacations and absences during standardized testing will be unexcused.

c. Medical appointments and other discretionary appointments should be scheduled during non-school time to maximize student learning.

d. School attendance is a joint responsibility between the parent or sponsor, the student, the classroom teacher, and the school. Parents should make every attempt to ensure their children attend school each day school is in session and also establish regular communication with the classroom teacher.

e. A student's educational monitoring plan shall be implemented during all pre-approved extended absences to mitigate the negative impact on a student's educational program. This plan will provide a comparable experience to the traditional classroom or course in content, rigor, and expectations for completion of assignments.

f. Students with excessive school absences, as defined in this Regulation, will be monitored by the Student Support Team to ensure students complete all required work and successfully master course objectives.

We at The Sullivans strive to provide quality education and believe that family vacations during school days are detrimental to your child's academic progress. Assignments may not be provided for family vacations. The only time your child should be absent for travel is during an Emergency Leave situation. If such situations arise, your child may be given work to complete

before his/her return to school, or within a given timeframe after returning to school. You as a parent must then assume responsibility for seeing that work is completed in a satisfactory and timely manner.

All students will attend school/class regularly and punctually. Adherence to the school attendance policy is the responsibility of the parents/sponsor and students. All absences must be followed by a written excuse from the parent stating the dates of, and reasons for, an absence. If absent for 3 days or more due to illness, the school nurse should be called at 243-7336.

Excused Absences

Daily attendance at school is important for success. It is recognized, however, that absence from school is necessary under certain conditions. Every effort must be made by parents, students, teachers, and administrators to keep absence and tardiness to a minimum. Excused absences are granted for illness, family emergencies (e.g., severe illness, death in the family, or local hardship situation), religious observations, pre-approved family trips, and medical appointments which can not be arranged during non-school time.

Excused absences are granted for those students participating in school-sponsored activities occurring away from the school. There will be no academic penalty for excused absences. Students are to stay current with assigned class work and are responsible for work missed during their absence from class. Work missed must be made up in a reasonable amount of time, usually equal to the length of the absence.

When parents are traveling TDY or away from home, please send the school a copy of your **power of attorney** showing who will be responsible for your child(ren) in your absence. In addition, please provide the school with the responsible person's name, phone number, address, work place contact information and the approximate length of your TDY BEFORE you depart.

Unexcused Absences

After reporting to school, any student that skips or leaves a class without an excused permission slip is truant. A student who is absent from school without the permission of his/her sponsor or school authorities is also truant. School personnel will seek cooperation from parents/sponsors and assist them in correcting and preventing truancy.

Students with unexcused absences will not be granted make-up privileges for class work. Unexcused absences may also result in disciplinary action (see DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," June 1996), including afternoon detention, temporary removal from class, and in-school and out-of-school suspension.

Leaving School During The Day

When it is necessary for a student to leave school during the day for a medical appointment or for any other reason, parents should send a note to school with the child stating the date of and the reason for an absence. Parents are then to report to the office to sign out their child(ren), after which time the student will be released to the parent. Children will not be released to non-family members without explicit written authorization that has been confirmed by the office. Students cannot be sent home or to the medical clinic unescorted during the school day. It is absolutely necessary for the parent or guardian to sign the child out of school in person.

Transfer And Withdrawal

Parents of students transferring or withdrawing from school should notify the school of the transfer at least **ten** days prior to departing. A copy of the sponsor's order must be given to the school. Records may be hand carried by the sponsor. Records will not be given to the student. In addition, parents must ensure that:

- Students return all books and equipment that are the property of the school.
- Condition of returned items should reflect only normal usage.
- Students must pay any outstanding fines or charges
- Parents should pick up school records on the last day of school after school hours.

A student must attend The Sullivans School for 20 instructional days to receive a report card in any quarter. If you have any questions about transfer and/or withdrawal, please contact the school registrar, Mr. Shibata, at 243-7663.

Visitation Policy

On occasion we have visiting family members from the states, local area students, or staff members' children who would like to attend our school for a visit. These visits bring along with them some liabilities and must be documented and approved. The procedure for this will be; Sponsors of visiting students must make a request in writing to visit a classroom. This should include the date, the teacher whose class they plan to visit, and local emergency contact information for that student. This request should be given to the classroom teacher. The classroom teacher must indicate in writing that they are willing to accept the student for the specified date. The request is then passed along to administration for approval or disapproval. This should all be completed at least 24 hours prior to the planned visit. Only after this request has been approved by all, is the visiting student to be in school. No visitor will be approved for more than 3 days cumulatively.

Visitors/Volunteers

We encourage parent volunteers and classroom visits, yet we want to ensure quality academic time for your child. Before volunteering in a classroom or fieldtrip please come to the main office and fill out a volunteer application. Also, to minimize distractions and interruptions, parents should schedule visits to the classrooms with the teacher, and must check in at the office for a pass before proceeding to the classroom.

Our commitment to our students includes parent involvement as school volunteers. We seek your assistance in such areas as clerical/office work, classroom helper, nurse assistant, computer class monitor, resource instructor, tutor, and many other areas. For more information, contact your child's teacher or the school office. This year we also have a volunteer form you can complete at registration.

Messages to Students During the School Day

Except in cases of emergency, classroom instruction will not be interrupted to give messages to students. Since it is difficult to verify with whom we are speaking to over the phone, and to ensure the safety of your child, we request that you do not ask us to take messages over the phone to send your child anywhere other than where s/he usually goes after school. Changes in plans should be given to your child before s/he leaves home for school or should be presented by the parent in person at the office.

Nurse/Health Program

The Sullivans is a **DRUG FREE ZONE**. **Students may not keep any medications with them**. This includes: cough drops, aspirin and cold pills. All medication will be kept in the nurse's office. The primary objective of the school health program is to support the optimal functioning of students as they progress in their educational development. To meet this objective, the health program includes:

- Administering first aid for injury or illness
- Health screening with the appropriate referral
- Health promotion and instruction
- Medication administration
- Supervision of the school environment
- Asthma monitoring program

Should a serious illness or injury occur, you will be contacted. It is very important that the school nurse and office staff have current home and duty phone numbers for both parents and the name and phone number of an emergency contact. Please update information immediately whenever a change in any of these phone numbers occurs.

DoDDS policy states that all medications taken during school hours must be administered by the school nurse and accompanied by a Hold-Harmless Letter. This letter/form is available in the health room or at the hospital clinics. Please ask your pharmacy to provide a separate bottle of medication to be left at school.

If you have any questions or concerns during the school year, please contact the school one of our school nurses at 243-7338/243-7347. **Immunizations are required for attendance in DoDDS schools.** Please check your child's shot record to ensure that his/her immunizations are up to date.

Required Immunizations

DPT (Diphtheria, Pertussis, Tetanus)	Total of four (the last booster administered after the 4th birthday)
OPV (Trivalent Oral Polio Vaccine)	Total of three (the last booster administered after the 4 th birthday)
MMR (Measles, Mumps, Rubella)	Total of two (given at least four weeks apart)
CHPO (Chicken Pox/Varivax)	Total of two (unless child already had disease)
HEPETITIS B	Total of three (required for incoming students)
HEPETITIS A	Total of two doses. First dose must be given.
HAEMOPHILUS INFLUENZAE TYPE B	Total of two to four doses before age 5.
MENINGOCOCCAL	Total of one dose. (Children 11-12 years old)

Lunch Program

The Lunch Program is coordinated by the Navy Exchange Food Services (NEX). The price of lunch is determined by that agency. If children do not wish to purchase a lunch, they may bring lunch from home. The Sullivans requests that student lunches include beverages that fit the nutritional guidelines suggested for children, which include milk, fruit juices, and/or water. Glass bottles and canned drinks are **prohibited** because of safety issues. Soda cans have sharp edges and pop tops that can injure children. Soda cans may also explode due to the carbonation. Milk may be purchased in the cafeteria.

Reduced price lunches are available to qualified students. If you feel the need for assistance, please pick up a packet from the main office. The packet needs to be turned in to the NEX. Family size and income information supplied by you will be strictly confidential. The lunch menu will be posted in the school newsletter. All visitors to the school who wish to purchase a lunch should be included on a classroom lunch count.

Changes to the menu will be advertised as soon as they are received. Children are expected to be enrolled in the automated lunch program and have money in their account or cash payment in his/her hand when entering the lunchroom. The following policy is in effect:

1. The NEX will provide three (3) meals per student in grades K-6 (if enrolled) however the sponsor must reimburse the charge. When a student has received three charges the sponsor will receive a letter of notification.
2. If the sponsor doesn't reimburse the school lunch program after 3 charges NO FURTHER charges will be issued to students in grade K-5. Sponsors are required to reimburse the school lunch program for this lunch.
3. Reimbursement can be made at the NEX. Upon reimbursement your account will be cleared and reinstated.

Current prices are:

Grades K - 5	Student Lunch	\$ 2.40
	Lunch Plus	\$ 1.25
	Teachers/Guests Lunch	\$ 5.00
	Extra Milk	\$.55
	Reduced Lunch	\$.40



Please ensure that some provision has been made each day for your child's school lunch prior to sending your child to school. There are no microwaves available for student use. For health and safety reasons food/candy/snacks are not to be taken to the playground.

MEMORANDUM FOR PARENTS OF DoDEA Transportation Office, Yokosuka

The DoDEA Transportation Office, Yokosuka can be reached at **243-9566** and are usually open from 0730-1600 year-round. During vacation periods please call for an appointment.



Bus Passes: Any student riding the bus must have a current school year bus pass in their possession.

New Students: Bus passes can generally be processed in about 10 minutes. Please obtain a "DODEA School Bus Registration" form from the Registrar and complete it before [going](#) to the [DoDEA Transportation Office, Yokosuka](#). Bring the student for a photo.

Returning Students: A current-year bus pass will be mailed in August to all bus riders, assuming that the [DoDEA Transportation Office, Yokosuka](#) has a recent student photo on file. No passes will be mailed if a recent photo (within the prior school year) is not in our files. We will use prior year year-book photos or a photo taken at the [DoDEA Transportation Office, Yokosuka](#) for most riders. In other cases, parents will be required to bring the student to the [DoDEA Transportation Office, Yokosuka](#) for a photograph before a new bus pas will be issued.

Changes: In most cases parents may update important information telephonically by calling the [DoDEA Transportation Office, Yokosuka](#) at 243-9566.

Lost Passes: If Parents cannot locate their child's bus pass after a reasonable search, the parent may call the [DoDEA Transportation Office, Yokosuka](#) at 243-9566 and request a clearly-marked

duplicate pass. In most cases; we will then send the pass out with the bus. We do not issue a duplicate pass without speaking to the parents first. Students who habitually lose their bus pass may face suspension from the bus or other disciplinary action from the school.

“Students who fail to present their passes may be denied access to the bus to and from school. Those students without a bus pass will be reported to the [DoDEA Transportation Office, Yokosuka](#). Repeated attempts to board the school bus without a bus pass will result in suspension or revocation of school bus riding privileges. If a bus pass is lost or stolen while at school, a temporary pass may be obtained from the principal’s office for that day only.”

Students may not ride a different bus than their assigned bus. Daily changes are not authorized. However; parents may contact the [DoDEA Transportation Office, Yokosuka](#) to arrange for temporary bus passes in certain situations. If your child will be staying with another family, please provide the [DoDEA Transportation Office, Yokosuka](#) (as well as the School) with a copy of your Power-of-Attorney. Please turn-in bus passes no longer needed.

Eligibility: Eligibility is based on the location of a student’s home. Bus stops are centrally located and a student may be expected to walk up to one mile to a bus stop. Most of the housing on Yokosuka Main Base is within the Walking Zone of The Sullivans Elementary School. The Bus Commuting Area for The Sullivans is Off-Base only, as described below:

On Base: School Bus service is not provided to families living on base.

Off-Base: School bus transportation is provided within a limited area to Yokosuka Main Base, Ikego Elementary School or Byrd Elementary School. IF YOU SELECT HOUSING OUTSIDE OF THIS COMMUTING AREA THEN YOU ARE RESPONSIBLE TO TRANSPORT YOUR STUDENT TO THE NEAREST **EXISTING** BUS STOP.

School bus routes will not be altered to accommodate sponsors moving outside of the commuting area, or outside the walking distance of an existing bus stop. You are urged to verify the proximity of an existing school bus stop BEFORE entering into any lease.

A large scale map of the off-base bus Commuting Area is on display in the [DoDEA Transportation Office, Yokosuka](#).

Yokosuka’s Safety & Behavior Standards for School Bus Riders:

ON AND AROUND SCHOOL BUSES STUDENTS WILL:

- ***Promptly comply with the bus driver's or attendant's instructions.***
- Arrive at your bus stop at least five minutes before the departure time printed on your bus pass.
- Wait for the bus well back from the curb; do not approach the bus until it is stopped and the door is opened. Never run towards your bus as the bus arrives.

- *Never, ever, go or reach under the bus for any reason. Tell the driver if you drop something. If the bus is already moving; stay back and let the bus run over your dropped item.*
- Show your bus pass and board and exit the bus in an orderly, safe manner.
- Remain seated and wear the seatbelt while on the bus.
- Talk with other passengers in a normal voice.
- Keep all parts of the body inside the bus windows.
- Keep aisles, steps, and empty seats free from obstruction.
- Remain fully and properly clothed.
- Treat the driver, security attendant, and fellow students, with respect.
- Use headphones when listening to radios, walkmans, etc; Use cell phones only in a manner which does not disturb other bus occupants. E-mail or C-mail is preferred.
- Contain large items such as musical instruments, skateboards, etc in a protective case or bag.
- Tell the Driver or Attendant if you are afraid to get off the bus for any reason. Any student of any age may stay on the bus and be returned safely to school with no repercussions.

ON OR AROUND SCHOOL BUSES STUDENTS WILL NOT:

- Fight, push, shove, or trip other passengers; or engage in horseplay.
- Stand or move while the bus is in motion.
- Open windows or extend any item or part of the body from the bus.
- Discharge any aerosol such as hair spray, perfume or deodorant.
- Throw or shoot objects in any way.
- Ride unauthorized bus or loan your bus pass to another person.
- Litter inside or outside of the bus.
- Consume food or drink (other than water) to include gum and candy.
- Spit or use saliva in any manner.
- Use profanity, make derogatory racial, ethnic, sexual remarks, or obscene gestures.
- Assault, harass or create an intimidating environment.
- Vandalize the school bus.
- Use or possess unacceptable items, substances, or weapons identified in the school Code of Conduct.
- Talk to friends or pass items through the windows, nor run after or chase the bus.
- Unfortunately, pens and pencils are not allowed to be used on the buses.

The school bus and the bus stop are an extension of the school campus, and all school rules apply. School bus transportation is a privilege for your family member(s) and may be suspended or revoked. Disciplinary measures are taken in co-ordination with the administration of the school concerned. Suspension from a commuting bus also results in suspension from sports and field trip buses.

Student Information

Dress Code

Students are expected to be neatly groomed and dressed appropriately for the day's activities. Students' dress and personal grooming are the responsibility of the parents and the students. The school administration reserves the right to advise parents when students come to school dressed in a manner that is disruptive, in poor taste, or affecting the health or safety of students or classmates. All items of personal clothing including boots, raincoats, umbrellas, jackets, etc., should be plainly marked with the child's name and grade. This will facilitate claiming and returning lost items. Students are expected to hand carry tennis shoes to P.E. classes. Zoris or flip-flops are not permitted at school at any time. Halter tops and shirts showing midriffs are not appropriate at school. While hats and scarves/bandanas may be worn to school they are not to be worn inside the school building. This rule applies to both boys and girls.

Bicycles

Boys and girls may ride bicycles to and from school but NOT ON THE SCHOOL CAMPUS. They should be secured with a lock in the racks upon arrival at school and remain locked until it is time to return home. Any vehicle may be barred from school at any time when it becomes a nuisance, is operated in an unsafe manner, or is found unlocked.

SKATEBOARDS, ROLLER SKATES, ROLLER SHOES, SCOOTERS, AND ROLLER BLADES ARE NOT ALLOWED AT SCHOOL.



Bicycle & Skateboard Safety

- The helmet does no good if it is not buckled.
- The ground is harder than your head.
- Use bike lights and reflective gear. Not so you can see; but so that drivers can see YOU.

Pedestrian Safety

Children need to exercise extreme caution when near roadways. Although speed limits on the base are well controlled, all children should constantly demonstrate safe pedestrian habits. On or off base:

- Cross the street ONLY at crosswalks (Parents, too, please).

- Look both ways before entering the crosswalk and raise your arm to request drivers to stop.
- Wait for oncoming vehicles to stop before crossing, even if the light is green for you.
- Walk on sidewalks - stay off of the roads.
- Parents must know and comply with Yokosuka Navy Base Community Standards regarding children outside.
- Wear and outfit your children with reflective gear.
- Do not talk or get into cars with strangers.

Items From Home

Students should not bring valuable items to school. The school can not accept responsibility for toys or audio/video equipment that is lost, broken or stolen. DVD players, cell phones, pagers, etc are prohibited and will be placed in the office for pickup by the parents.

Lost And Found Items

Please have your child check for lost items in "Lost and Found." The school can't be responsible for these items while they are in the Lost and Found.

Items of importance that a child forgets to bring to school should be delivered to the office. The office will pass these items along to your child. Please do not interrupt a class by delivering forgotten items directly to your child's room.

Discipline

A. Purpose

Good discipline at The Sullivans Elementary School is important to the school environment and student learning. One factor of an effective school is that it has a safe and orderly environment. There must exist a consistency in which a school enforces rules.

We also believe in informing parents if a rule is broken after classroom intervention techniques (consequences) have been tried but are not successful. Parents will be contacted via phone, e-mail, or letter when all the available consequences have been exhausted. Any adult in the school may issue a discipline referral to a student.

B. Breach of Discipline

Breach of discipline is any student conduct, which interferes with the maintenance of school discipline. Acts of behavior, which conflict with the educational program or interfere with the rights of other students to attain their education, will not be permitted. If a serious incident occurs while on school premises or while engaged in school-sponsored activities, it is to be brought to the attention of the administration.

Classroom teachers will establish rules and consequences for their classes. These procedures will be sent home to parents within the first two weeks of school. The Discipline referrals may still be used.

C. Procedure

All classrooms have basic behavioral expectations which are shared with students within the first week of school.

In addition, NO gum, electronic devices (walkmans, tape decks, CD players, cell phones and gameboys), and lasers are allowed at school.

C. Severe Behavior Problems

1. Fighting, threats, bullying, or stealing.
2. Bringing fireworks, matches, lighters, knives, and other potentially dangerous items to school.
3. Defiance of authority.
4. Profanity
5. Destruction of property.
6. Truancy
7. Sexual Harassment – DoDEA Manual 2051.2, Student Responsibilities and privileges, states that: “Students shall be free from verbal, physical, visual, and psychological sexual harassment, including uninvited sexual advances, from adults and other students.”

E. Minimal Consequences of Severe Behavior Problems

1. Upon the first offense, an administrator or counselor will counsel the child and the sponsor may be notified by phone, letter, or discipline slip.
 - a. Counselor and administrator may confer about the incident if further intervention is needed.
 - b. Suspension or detention may be invoked.
2. Subsequent offenses will result in suspension from school or an in-house suspension.
 - a. The student's sponsor will be contacted by the administration.
 - b. Suspension may range from a ½ day in-school suspension to several days at-home suspension.
 - c. Students with an active IEP are an exception to this procedure. Their situations will be considered on a case basis through the CSC committee in a timely manner.
3. The Sullivans has a ZERO tolerance for any of the severe behavior problems listed. Students may be subjected to school disciplinary measures ranging from suspension to expulsion.

A safe learning environment is essential for all students at The Sullivans Elementary. If your child becomes a danger to him/herself and/or others (hitting, kicking, throwing furniture), your child will be restrained. The restraint will be handled by trained CPI (Crisis Prevention Institute)* faculty members. This will only occur when attempts to deescalate behaviors have been unsuccessful. If a restraint should occur, parent(s) will be contacted by an administrator in a timely manner.

*www.crisisprevention.com.

Weapons Incidents

The Sullivans Elementary School is an absolute weapons free zone. No weapons of any type should ever be brought to school including all knives, BB guns or any authentic looking replicas of any weapons.

Incidents involving weapons in schools in the United States have recently received widespread publicity. To aid in preventing similar incidents in DoDDS Pacific schools, please note the following information.

Government regulations are very specific concerning the identification, control and disposition of weapons or objects defined as prohibited items. Unauthorized possession of weapons or prohibited items is classified as misconduct.

Host U.S. military authorities generally have jurisdiction over U.S. civilian misconduct of this nature. Administrative actions, which may be taken by the authorities, range from counseling to the suspension of base privileges to removal from the host country, depending on the gravity of the misconduct. Civilian employees and their family members as well as military family members are subject to these actions.

To ensure the safety of DoDDS Pacific students and staff, any weapon related incident that occurs in this DoDDS Pacific School, on school grounds, or during a DoDDS-sponsored activity that involves a weapon or prohibited item will be immediately reported to the local military law enforcement authorities.

In the event of a weapons related incident, DoDDS-Japan procedures at a minimum will result in:

1. Confiscation of the item.
2. An investigation of the incident to include interviews with all involved individuals.
3. A review of intent.

For incidents involving DoDDS students and occurring on school grounds during the school day or while participating in DoDDS-Sponsored activities, appropriate student disciplinary action will be taken.

Definitions of weapon are as follows:

- Inherently Dangerous Items: Deadly Weapons - Weapons in this category include firearms, knives, explosives, realistic replica guns, nun-chucks, ninja knives, and/or other dangerous weapons of no reasonable use to the pupil at school or at a school activity.
- Dangerous/Potentially Dangerous Items – This category includes items not inherently dangerous, but which are intentionally used inappropriately to injure others or instill fear such as letter openers, laser pens, exacta knives, scissors, bottles, and pencils.

The following chart displays consequences that may be applied when violations occur and should be used as a guide in applying consequences. Actual penalties must be in line with the seriousness of the violation.

<i>Grade</i>	Inherently Dangerous Items	Dangerous/Potentially Dangerous Items		
		First Offense All Cases	First Offense	Second Offense
K-3	36 week expulsion	1-2 day* suspension	2-5 day* suspension	18 week expulsion
4-6	36 week expulsion	1-3 day* suspension	3-6 day* suspension	18 week expulsion
7-12	36 week expulsion	1-5 day* suspension	5-10 day* suspension	18 week expulsion

*Range of consequences depending upon absence /presence of intent.

DoDDS Pacific students and staff have a fundamental right to a safe working and learning environment. Your attention in this matter is appreciated. If you have additional concerns, please contact a school administrator or base military law enforcement officials.

Weapons/Prohibited Items List

1. Firearms, explosives, or authentic replicas.
2. Knives.
3. Hand weapons (i.e. blackjacks, brass knuckles, nunchaku).
4. BB guns, gas pistols and shooting pens.
5. Ammunition.
6. Sling shots.
7. Straight razors, razor blades, exacto knives or weapons made from razor blades.
8. Clubs or any objects that may be used as a club to inflict bodily harm (i.e.; pieces of wood or pipe, stones, bricks).
9. Authentic appearing replicas of a firearm (i.e.; toy guns, BB guns).
10. Laser Pens

11. Any normal use objects used with the intent to inflict bodily harm such as scissors, pencils, and compass points

Guidance Program

Competency Based Guidance

A competency based guidance program has been designed which extends to the entire school population. Each area to be taught is identified as a domain of learning. Specific goals, objectives, and student results are developed into the program. The implementation is done through classroom guidance lessons.

Small Group Counseling

This is an area of the guidance program, which extends to a smaller section of the student body. The topics for the groups are based upon the needs of the students as identified by parents, teachers, and students. This is done through a referral system. The groups include both open and closed participation and are ongoing throughout the school year.

Individual Counseling

Students in crisis who are referred (self, teacher, parent, administrator) are seen on an individual basis. After the session/s a recommendation is made in conjunction with the student, the referring person and the parent.

Consultation

The guidance counselor is available to both teachers and parents. Information, community resources, the development of prevention or intervention programs regarding academic success, behavior management, or other concerns are all part of the services provided.

Students are greeted by the counselor and interviewed with his/her family. This is an opportunity to determine the needs of the student, their learning style, and introduce the family to our school.

Closures (Emergency)

1. Weather closures will be announced on the radio and television. Early morning closures or delays will be broadcast as early as feasible. Closures that occur during the school day will also be announced and students will be bussed home, weather permitting. If the buses cannot operate, students will be held at school until they can be picked up.
2. Other emergency closures will be handled in a similar manner.
3. If an emergency should occur that demands base evacuation, students will be processed for evacuation directly from school.
4. **In the event of a 2-hour delay of school due to bad weather, the morning PSCD classes will be canceled. The PSCD teacher will monitor the number of days missed so that neither class misses more days than allowed.**

Parent Teacher Organization

OFFICERS SY 2012-2013

President	
Vice President	
Secretary	
Treasurer	

The purpose of the Parent-Teacher Association is to bring the home and the school into closer relation, so that parents and teachers may cooperate in the education of the child. All of the PTO events and activities depend upon the support of volunteer parents and teachers who are willing to give their time and energy to make these activities successful. It cannot be done without your help. All the money raised by the PTO is used for classroom purchases and school activities/events.

School Advisory Committee (SAC)

SAC consists of ten voting members. They include five parents and five teachers elected each May. The purpose of SAC is to advise the principal on pertinent matters of the school. The committee serves as an advisory body, not a policy-making body. Meetings are held monthly and opened to the public. Meeting dates and times will be published in the Parent Newsletter. The main office maintains the SAC suggestion box. Suggestions may be placed in the box for the SAC to consider. Minutes of the most recent meeting are public for anyone to review.

SAC Members SY 2012-2013	